

Progress of Data Upload Tool

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Making Progress



Benefits

- Conveniently available 24/7
- Reports generated are automated
- Processes are consistently applied to all datasets
- Reports provide detail deficiencies by record for county review/correction
- Assessor data can be tested prior to rollover to Auditor in timely manner

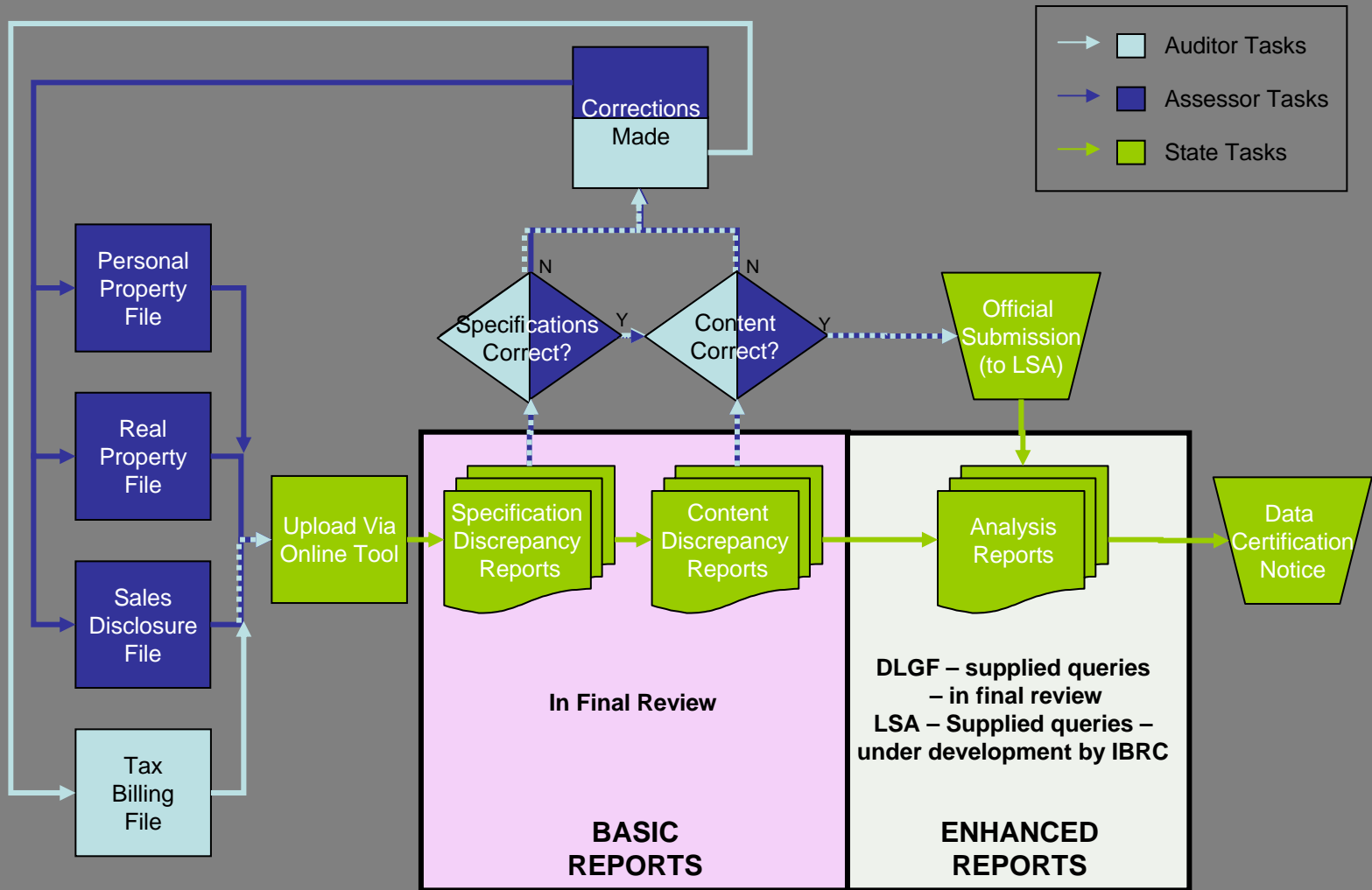
Benefits

- Detailed data deficiencies provided to Counties that have never been provided before
- Data anomalies are more easily identified
- Systemic problems are identified
- County provided targeted information by record for correcting errors
- State acquires cleaner, more consistent, more useable data

Annual County File Submissions that Require Certification

- 92 Counties = 368 datasets = 1012 individual files for 1 year
 - Assessor Data (Parcel Level / 552 files)
 - Personal Property Data (Return Level / 184 files)
 - Sales Disclosure Data (Form Level / 92 files)
 - Auditor Data (Tax bill Level / 184 files)

County Submissions Via *Test Mode*

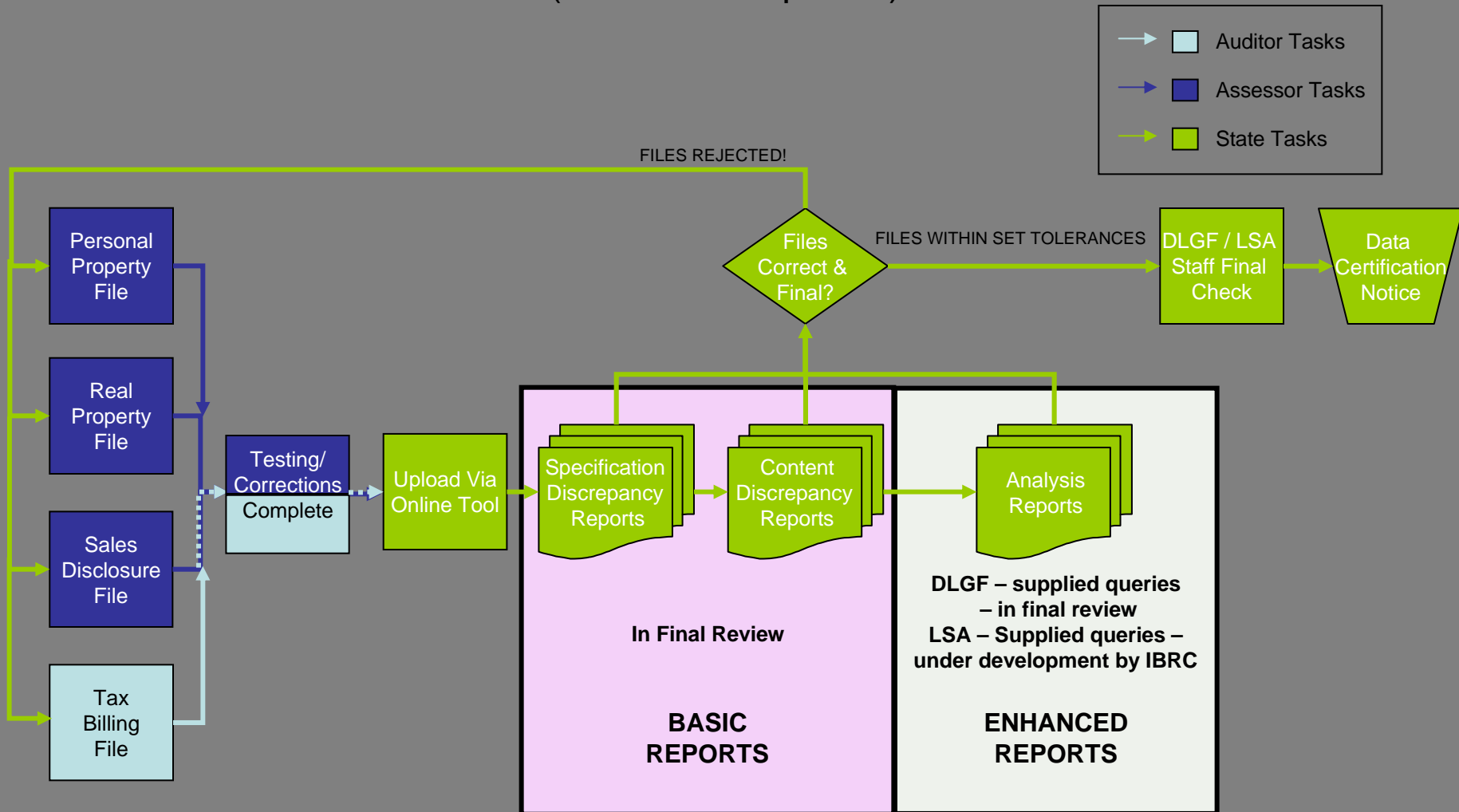


Test Submissions - County

- *Test* submissions are provided to help counties identify deficiencies in data submissions
- Counties may *test* their files as often as required to find data anomalies for correction, prior to *official* submission
- Counties may submit individual files in *test* mode
 - When doing so only reports specific to that file are valid
 - Reports that require verification between multiple files will be generated based on data available in the *test* space as of the upload session

County Submissions Via *Official* Mode

(under development)

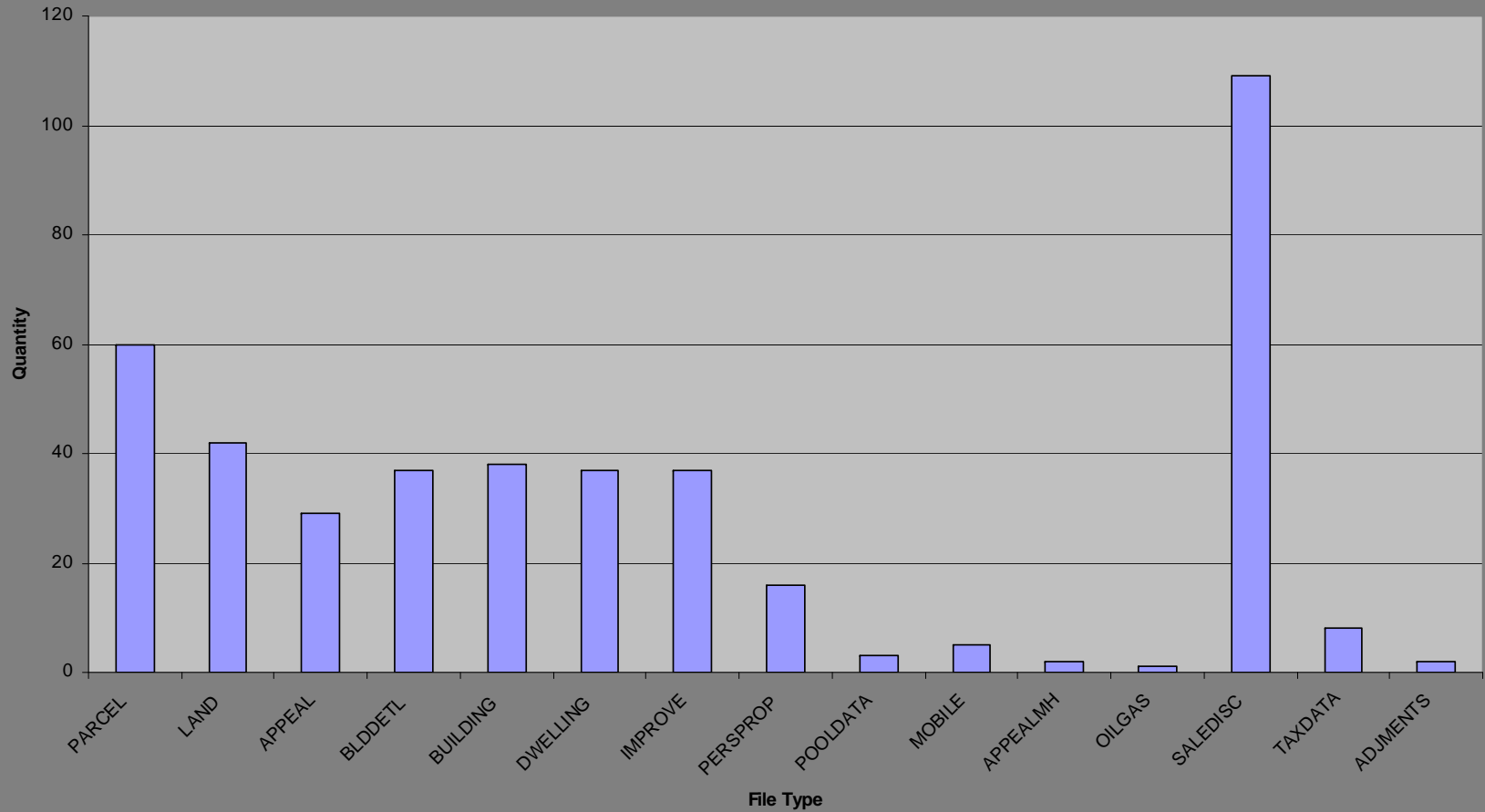


County Use of Upload *Test*

In the 4 months the *test* tool has been available to the counties:

- 48 counties have tried to upload 426 data files in *test* mode
- 31 counties have loaded a specific file more than once
- 29 counties have loaded more than 1 type of file
- Approximately 271 reports have been produced for counties
- 1 2006 pay 2007 file was uploaded; 385 2007 pay 2008 files were uploaded; and 40 2008 pay 2009 files were uploaded by counties

County Uploads by File Type



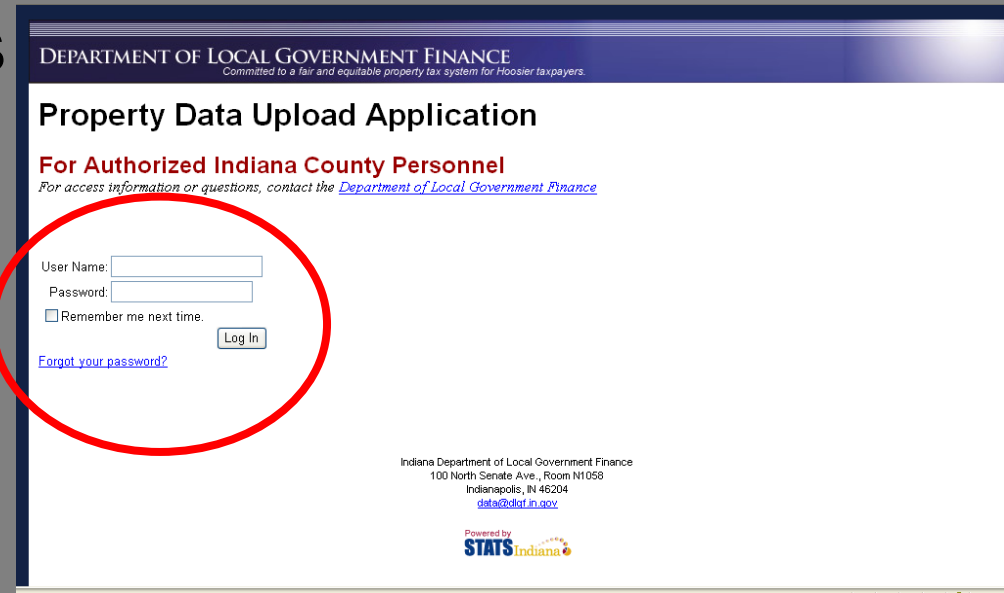
Official Submissions - County

(under development)

- *Official* submissions are considered final deliveries by counties to the state
- *Official* submissions are used to determine compliance with state specifications
- Counties may submit *official* files once, unless otherwise determined by the state
- *Official* files are used for evaluation and analysis by the state

Upload Login

- The Property Data Upload Application is an Internet web based tool
- Tool requires a secure user login – each county auditor and assessor has been issued a secure login



DEPARTMENT OF LOCAL GOVERNMENT FINANCE
Committed to a fair and equitable property tax system for Hoosier taxpayers.

Property Data Upload Application

For Authorized Indiana County Personnel
For access information or questions, contact the [Department of Local Government Finance](#)

User Name:
Password:
☐ Remember me next time.

[Forgot your password?](#)

Indiana Department of Local Government Finance
100 North Senate Ave., Room N1058
Indianapolis, IN 46204
dlgf@ind.in.gov

Powered by
STATSIndiana

Select Data

- Once logged in, the county official selects year, dataset, and dataset sub-item to be uploaded
- All files must be zipped and are uploaded via secure encryption

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[Logout](#)

[View County Reports](#)

County
Adams

Year
Select A Year

Dataset
Select A Dataset

Dataset Subitem
Select a Subitem

Use this upload tool to submit county property tax management files to the DLGF in a convenient, efficient and timely manner.

Be sure to test files for adherence to format specifications and content review using the testing mode.

☒ Test ☐ Official Submission
Submit your file in Zip Format only

Upload Data

- Files already loaded will be listed with status information about submissions
- User browses to location of zip files to upload in *test* mode
- ← *Official* submission is currently unavailable to Counties

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County: Hendricks ▼

Year: 2006 pay 2007 ▼

Dataset: Real Property ▼

Dataset Subitem: Select a Subitem ▼

Use this upload tool to submit county property tax management files to the DLGF in a convenient, efficient and timely manner.

Be sure to test files for adherence to format specifications and content review using the testing mode.

Real Property

Subitem	Assessment Year	Status	Last Upload Date	Text File Size (Bytes)	Submissions
PARCEL	2006	Report Produced Test	3/26/2008 10:01:58 AM	5,090,502	3
LAND	2006	Report Produced Test	3/26/2008 10:02:35 AM	1,490,845	2
IMPROVE	2006	Report Produced Test	3/26/2008 10:02:58 AM	1,848,605	2
DWELLING	2006	Report Produced Test	3/26/2008 10:03:14 AM	1,531,780	3
BUILDING	2006	Report Produced Test	3/26/2008 10:03:28 AM	45,062	2
BLDDETL	2006	Report Produced Test	3/26/2008 10:04:11 AM	65,114	2
APPEAL		No File			0

[View County Reports](#)

C:\Documents and Settings\

☐ Test ☐ Official Submission

Submit your file in Zip Format only

Notification of Receipt

- Counties receive notice of receipt via e-mail
- Preliminary report of submission is provided based on header of file submitted



Preliminary File Analysis

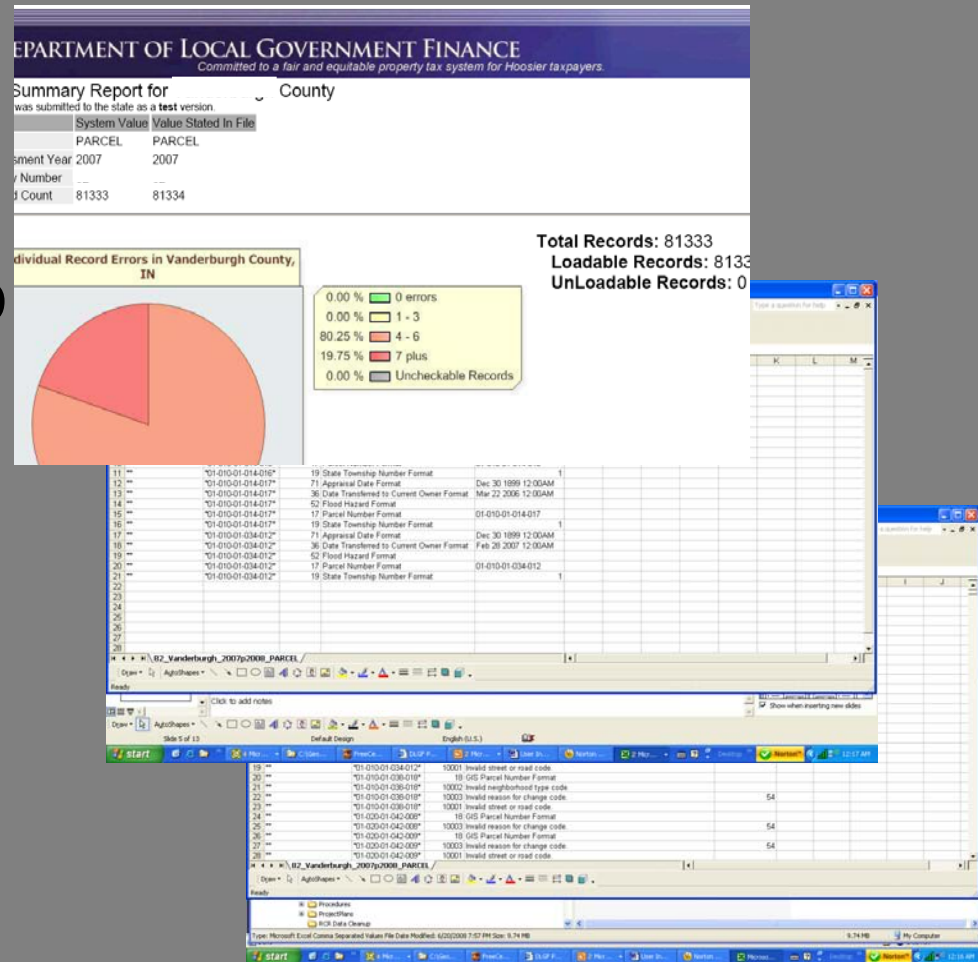
County: Vanderburgh
Year: 2007 pay 2008
Dataset: Real Property
Subitem: PARCEL
Status: Test Submission on 6/20/2008 5:06:52 PM

1. Header Field Name Check

Header Field Name	Status	Value in File
Filename:	✓	FileName:_PARCEL__
County Number:	✓	County_Number:82__
County Description:	✓	County_Description:Vanderburgh_County__
LCM:	✓	LCM:0.06__

Report Content

- Reports are generated that provide information to county about problems found
- Summary reports provide statistics and chart of deficiencies
- Detail reports give detail of deficiencies per record



Report Access

- Report results can be viewed online or downloaded by the county
- Both summary and detail reports for *test* submissions are provided to the county

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Property Data Upload			Logout
For Authorized Indiana County Personnel			
Contact Department of Local Government Finance for Appropriate Access Information			
Back to Upload Tool			
Report Download			
File Name	Last Write Time	File Size	
32_Hendricks_2005_ADJMENTS.pdf	3/5/2008	14,234 bytes	Download
32_Hendricks_2005_ADJMENTS_Test_detail_a.csv	3/5/2008	7,623 bytes	Download
32_Hendricks_2005_ADJMENTS_Test_detail_b.csv	3/5/2008	113 bytes	Download
32_Hendricks_2005_ADJMENTS_Test_detail_summary.pdf	3/5/2008	35,059 bytes	Download
32_Hendricks_2005_MOBILE.pdf	3/5/2008	14,255 bytes	Download
32_Hendricks_2005_MOBILE_Test_detail_a.csv	3/5/2008	143 bytes	Download
32_Hendricks_2005_MOBILE_Test_detail_b.csv	3/5/2008	1,177 bytes	Download
32_Hendricks_2005_MOBILE_Test_detail_summary.pdf	3/5/2008	34,783 bytes	Download
32_Hendricks_2005_PERSPROP.pdf	2/28/2008	14,778 bytes	Download
32_Hendricks_2005_PERSPROP_Test_detail_a.csv	2/28/2008	70 bytes	Download
32_Hendricks_2005_PERSPROP_Test_detail_b.csv	2/28/2008	1,930 bytes	Download
32_Hendricks_2005_PERSPROP_Test_detail_summary.pdf	2/28/2008	34,040 bytes	Download

Impact of Reports

- Counties receive enough detail for deficiencies in a timely manner to achieve corrections prior to *official* submissions
- County corrections in file submissions mean the state acquires more accurate information
- More consistent and faster processing of data allows more accurate data to be more readily accessible, supporting better decision making
- Automated processing frees staff to be reallocated to ad hoc and customized analysis

Basic Reports

- Verification of file essentials will be conducted immediately after upload
- Notification is sent directly to officeholders responsible for submission
- Tool tests for compliance with established format specifications contained within the published Data Standards
- Tool also tests for obvious errors found in the content of the submitted file, such as verification of codes or alpha characters in numeric fields

Enhanced Reporting

(under development)

- Verification and cross-file analysis of files
- Detailed feedback on the compliance and content of the files submitted is provided in a comprehensive detailed record report for use by county officials and state analysts
- Cross-file analysis queries that support certification are automated and in final review for DLGF-supplied queries and under development for LSA-supplied queries.
- Enhanced summary reports provide overview of cross-file errata found to help identify systemic errors and data anomalies

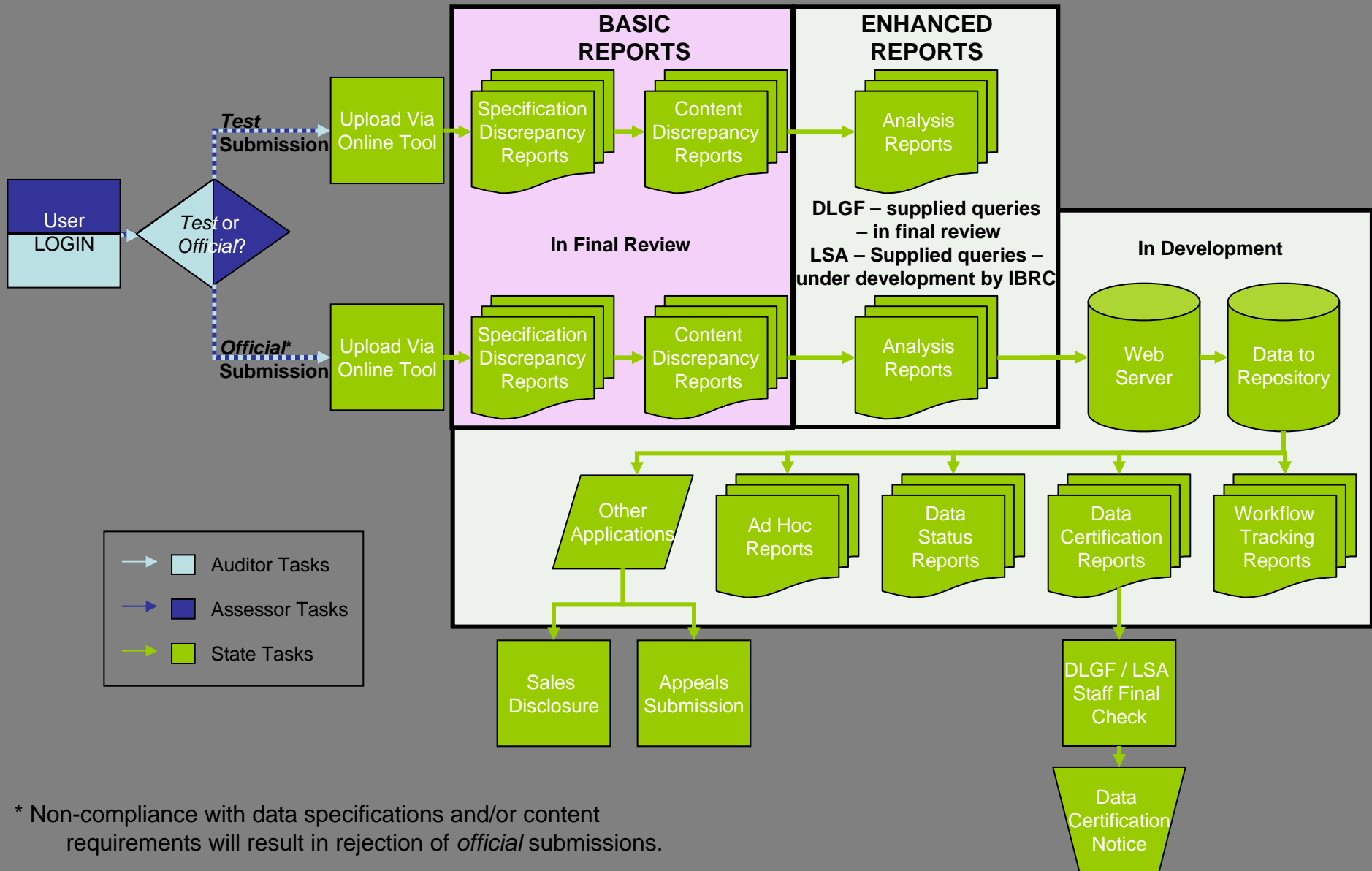
Access to Reports

- E-mail notifications are sent to officeholders responsible for submission upon completion of basic summary and detail reports
- E-mail notifications are sent to officeholders responsible for submission in the event submitted files have been rejected by the upload tool
- Reports are also stored on the application server in a county specific subdirectory, accessible via a secure web access account

Secure Access to Tool

- County assessors and county auditors are provided a login and password to access the Property Data Upload Application
- County officials are granted access to view the resulting reports for their county only
- Reports are accessible via the secure web access account
- These reports can be downloaded and used by county staff and/or contracted vendors to correct any deficiencies found in the file submissions

Data Upload Processes



Two Methods for Uploading Files

- *Testing* Files
 - Users can upload and run data files through the standardized verification and quality control checks to determine what, if anything, that may need reviewed and/or corrected prior to officially submitting the files
 - Counties are strongly encouraged to make use of the *testing* mode so that any problems can be corrected prior to *official* submission
 - The *testing* mode can be used as many times as necessary to assure the quality and accuracy of the content of the files prior to *official* submission

Two Methods for Uploading Files

- Submitting *Official* Files (currently under construction)
 - The *official* files are those used by the State to determine certification status
 - After testing files and verifying the accuracy of the content, the goal is to use those files uploaded as the *official* file submissions to the State
 - Counties will be able to submit complete datasets (i.e., both TAXDATA.TXT and ADJMENTS.TXT comprise a dataset), for a one-time submission , unless otherwise determined by the state
 - All files should have been reviewed by the county after submission via *test* mode to assure accuracy of the content of the files prior to *official* submission